

## How COMPLETE Is Your Design?

by Ted Wynne, P.E.,  
Associate Engineer Member

This article is about Fire Protection Sprinkler System (FPSS) design, but I hope that all registrants will read it, because there is a common thread to consider as we go about our routine efforts to properly communicate our designs so that others may build what emanated from our brains.

I'm often asked what is the quality standard of completeness for design drawings. My standard answer is rather utopian, yet should be what we strive to accomplish: "Your design should be done in such a way that the person(s) constructing what you conceived need not make design decisions." Remember that registrants design; contractors build and install.

A design apathy regarding FPSS began quite some time ago, when engineers treated the discipline like an extension of plumbing design. This was a

colossal mistake! This attitude led to less and less critical information getting on the drawings. Plans review officials could not discern whether the designs, which they were reviewing, would work. The result was that contractors began to provide this information because they were forced to become very proficient in FPSS design. Their proficiency, however, had a purpose: to provide an efficient design to minimize system cost, resulting in a competitive edge to increase business.

The overall tendency of the reviewing official was to not necessarily reject the registrant's design-however lacking; but to wait for the contractor's shop/fabrication drawings to reach some degree of confidence that such an important life safety system would indeed reliably operate as intended. This thrust of design responsibility onto the contractor eventually led to a state statute, currently administered by the Tennessee State Fire Marshal's Office (SFMO), which granted design responsibility to a properly trained "Responsible Managing Employee" (RME) of a legally licensed Sprinkler Contractor. This legislative action occurred in the late 1980s.

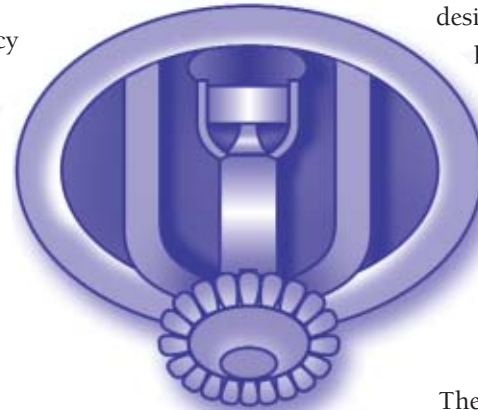
A short time after this event, the Architects and Engineers (A&E) Board issued, with the help of the SFMO, design criteria for FPSS to registrants.

Regrettably, these criteria were rarely followed.

The A&E Board feels that FPSS design is within the practice of engineering. Although the Board is not questioning the aforementioned Sprinkler Contractor's Law, it feels that the registrants' designs must remain relevant. It was never intended that the "Responsible Managing Employee" supplant the engineer. Nor was it

intended that the RME offer design services to the public or others who were not his/her employer.

Consequently, the engineer must provide meaningful design for the design/bid delivery system.



There are already many competent engineers in our state who are capable of FPSS design. They are being underused because we as registrants have gotten away with incomplete designs. The SFMO, in cooperation with the A&E Board, will reject such designs.

In order to "qualify" more engineers in this discipline, seminars are now being developed and offered by the Tennessee Society of Professional Engineers (TSPE). Watch their website and notices for timing and location (the Board website contains a link to the

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Public Chapter 624, effective April 17, 2002, amends Tennessee Code Annotated, §62-32-101 relative to fire protection sprinkler systems. Definitions for “fire protection sprinkler system,” “fire protection sprinkler system contractor,” and “installation” were changed. The new wording is listed below with language additions underlined:

“Fire protection sprinkler system” means an assembly of underground or overhead piping or conduit, including fire pumps, valves, and fire hydrants, that conveys water or other agents to dispersal openings or devices to extinguish, control or contain fire, and to provide protection from exposure to fire or other products of combustion, provided, “fire protection sprinkler system” shall not include public water



service mains.

“Fire protection sprinkler system contractor” means a person who contracts, offers to contract, or represents that such person is able to contract with a general contractor, subcontractor, or the general public for the undertaking of the sale, installation

or service of a fire protection sprinkler system or any part thereof, or who actually installs or services a fire protection sprinkler system, provided that an owner of real property on which a fire protection sprinkler system is located, or a full-time employee of the owner of real property on which a fire protection sprinkler system is located, may perform simple maintenance of the fire protection sprinkler system, such as replacing a sprinkler head.

“Installation” means the initial placement of fire protection equipment or the extension, modification, or alteration of equipment after initial placement. “Installation” includes work throughout the entire fire protection sprinkler system.

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## TITLE ACT ENFORCEMENT

By Barbara Bowling, Executive Director

Approximately half of the Board's enforcement activities are directed toward alleged “title act” violations. Title act violations are violations by individuals or companies who use the title “architect,” “engineer,” “landscape architect,” or “registered interior designer,” or some version of these titles, without being registered by the Board. The violations are generally due to: 1) an individual being registered in another state using the respective title in Tennessee and not being registered in Tennessee, and 2) individuals or companies who do not offer or provide architectural, engineering, or landscape architectural services.

Why does the Board spend approximately half of our enforcement efforts on use of a simple title such as architect, engineer, landscape architect, or registered interior designer? The title act provisions in our law can be found in Tennessee Code Annotated §62-2-102 and §62-2-105. Summaries of these provisions are listed below.

1) Our law does not specifically define the practice of “architecture,” “engineering,” or “landscape architecture” because some practice areas overlap among these professions. Because of this, greater

emphasis is given to an individual's or company's use of the title “architect,” “engineer,” or “landscape architect,” or use of some appellation which compounds, modifies, or qualifies the words “architecture,” “engineering,” or “landscape architecture,” or which gives or is designed to give the impression that the person using the same is an architect, engineer, or landscape architect or that the company in question is offering or providing these services. Additionally, the interior designer registration act is a title act only and governs the use of the title “Registered Interior Designer.”

2) A person is construed to practice (or offer to practice) architecture, engineering, or landscape architecture, who by verbal claim, sign, advertisement, letterhead, card, or in any other way, represents such person to be an architect, engineer, or landscape architect, with or without qualifying adjective, or who through the use of some other title implies that the person is an architect, engineer, or landscape architect. No person shall practice or offer to practice engineering, architecture, or landscape architecture, or use the title “Registered Interior Designer” in Tennessee unless the Tennessee Board registers them.

When an individual makes public use of the respective title or some other form of the title, they are inviting public confidence that statutory requirements for registration—education, experience, and examination—in Tennessee have been met, and are, therefore, authorized by the State of Tennessee to provide such services. As it relates to companies offering services, using some form of the respective title is suggesting to the public that they have qualified registrants of this Board performing and in responsible charge of the design work.

It is the duty of the Board to inquire into the identity of any person or company claiming to be an architect, engineer, landscape architect, or registered interior designer and to prosecute any person or persons violating the provisions of Tennessee Code Annotated, Title 62, Chapter 2. Enforcement activities include the reviewing of published and Internet yellow pages listings of individuals and companies, web sites, and investigation of complaints received by the Board from registrants and the public. Each registrant possessing knowledge of a violation of the Tennessee registration statutes also has a duty to report such knowledge to the Board.



# Barbara's Corner

by Barbara Bowling,  
Executive Director  
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On January 17, 2002 the Board held a rulemaking hearing to make several housekeeping changes to our existing rules in the following areas: review of non-accredited foreign engineering educational programs, comity registration for architects, registered interior designers, and compliance with continuing education requirements. These rule changes are summarized below:

## Education and Experience Requirements (Chapter 0120-1)

- Engineer (Rule 0120-1-.10)—clarifies that the applicant must pay the cost of reviewing a nonaccredited foreign engineering curriculum in making application for registration as an engineer. Also changes the entity responsible for reviewing the nonaccredited foreign engineering curriculum [for purposes of determining equivalency to an Accreditation Board for Engineering and Technology (ABET) curriculum] from the National Council of Examiners for Engineering and Surveying (NCEES), which is no longer coordinating the program, to Engineering Credentials Evaluation International (ECEI) of the ABET.
- Architect (Rule 0120-1-.11)—is amended by making the Intern Development Program (IDP) applicable only to applicants for registration by examination; allows applicants for registration by comity to present equivalent proof of acceptable experience in architecture required by T.C.A. §§ 62-2-501 and 62-2-503.

## Rules of Professional Conduct (Chapter 0120-2)

- Rule 0120-2-.02 Proper Conduct of Practice—is amended by adding the following language to the existing rules as a new paragraph (4): The registrant shall maintain the continuing education records required by rule 0120-5-.10 [Records] for a period of four (4) years and shall furnish such records to the Board for audit verification purposes within thirty (30) days of the Board's request.

## Interior Designers (Chapter 0120-4)

- Amends rules (Rule 0120-4-.02, Rule 0120-4-.03, Rule 0120-4-.04, Rule 0120-4-.05, Rule 0120-4-.08, Rule 0120-4-.09, and Rule 0120-4-.10) by inserting the word “registered” in front of the words “interior designer” to comply with the 1995 statutory change providing that registration is required only for use of the title “registered interior designer”.

## Continuing Education (Chapter 0120-5)

- Rule 0120-5-.10—Records—Requires registrants to keep records for four (4) years and furnish them to the Board within 30 days of the Board's request to supply documentation for audit verification; registrants who fail to comply with this rule may be deemed by the Board to be in violation of the Proper Conduct of Practice Rules in the Rules of Professional Conduct.
- Rule 0120-5-.12—Non-compliance—clarifies late renewal provisions of applicable law as they pertain to failure to comply with continuing education requirements. Specifies that continuing education is a prerequisite to renewal of registration and that while late renewal is permissible, the registrant may not engage in the regulated practice during the late renewal period until all renewal requirements have been met.

The rules are currently under review by the various state officials/entities who are charged by statute with the review of rules. You will be kept advised through future editions of Tennessee Design Lines of the effective date of the new rules.

Over the last several months, we have been busy working on several publications—

- Our Reference Manual for Building Officials and Design Professionals has been updated and is in the process of being printed. A copy of the revised manual will be mailed to all current registrants of the Board, building officials, and planning commissions across the state. You may view the revised handbook in advance on our website at the following link: <http://www.state.tn.us/commerce/bldoffmn.pdf>.
- We have developed and published a brochure regarding Engineer Intern Certification. The brochure outlines the statutory requirements for certification as an engineer intern and registration as a professional engineer in Tennessee, and lists the guidelines developed and refined in 2000 and 2001 by the NCEES Special Committee on Experience Evaluation for the work areas and skills an intern should develop to establish progressive engineering experience in order to protect the public's health, safety, and welfare. The brochure has been distributed to the accredited engineering programs across the state, and will be included in the certification packets of those issued engineer intern certification by the Tennessee Board, and to other interested parties. If you would like a copy of the brochure, please contact the Board office, and we will be happy to send you one.

Because of the many questions we receive regarding the requirements for when a registrant is required, our Frequently Asked Questions section addresses this issue, relating to the 5,000 square feet provisions.



# Disciplinary Action Taken By The Board

**Jerry Lee Bond, R.A. #19508**  
Marietta, Georgia

**VIOLATION:** Unlicensed practices of landscape architecture and/or architecture and/or engineering on an expired certificate of registration #9759; affixed seal to drawings not prepared by him or under his responsible charge; practiced outside areas of competence; provided limited services; and enabled unlicensed persons to evade the registration requirements [T.C.A. §§62-2-101, 62-2-105(a)(1)(D), (b)(1), 62-2-306(b), Rules 0120-2-.02(1), 0120-2-.08(5), 0120-2-.03(3), and 0120-2-.07(2)(a)(b)(3)].

**PENALTY:** Suspension of certificate of registration for three months; \$1,500 civil penalty; take and pass the law and rules exam.

**FINAL ORDER:** Effective April 26, 2002.

**William R. Canino, R.A. #8091**  
Little Rock, Arkansas

**VIOLATION:** Unlicensed practice of architecture on an "inactive" status [T.C.A. §§62-2-101, 62-2-105(b)(1)].

**PENALTY:** \$500 civil penalty.

**FINAL ORDER:** Effective January 17, 2002.

**Richard H. Funk, non-registrant**  
Macon, Georgia

**VIOLATION:** Unlawful practice of engineering [T.C.A. §§62-2-101, 62-2-105(b)(1)].

**PENALTY:** \$1,500 civil penalty; cease and desist practice of engineering in Tennessee until duly registered by Board.

**FINAL ORDER:** Effective April 9, 2001.

**Perry W. Hibbard, R.A. #23106**  
Lexington, Kentucky

**VIOLATION:** Misconduct based on suspension in another jurisdiction [T.C.A. §62-2-309(a)(1)(E), (F) and Tenn. Comp. R. and Regs. Rule 0120-2-.07(5)(b) [MISCONDUCT]].

**PENALTY:** One-year suspension of Tennessee architectural certificate of registration; take and pass law and rules exam.

**FINAL ORDER:** Effective May 16, 2002.

**Robert R. McKinney, Jr., P.E. #13756**  
(Expired) Hermitage, Tennessee

**VIOLATION:** Unlawful practice of engineering on an expired license [T.C.A. §§62-2-101, 62-2-105(a)(1)(D), (b)(1)].

**PENALTY:** \$2,400 civil penalty.

**FINAL ORDER:** Effective November 29, 2001.

**Robert R. McKinney, Jr., P.E. #13756**  
(Expired) Hermitage, Tennessee

**VIOLATION:** Unlawful practice of engineering on an expired license [T.C.A. §§62-2-101, 62-2-105(a)(1)(D), (b)(1)].

**PENALTY:** \$1,000 civil penalty.

**FINAL ORDER:** Effective April 25, 2002.

**Keith P. Miller, R.A. #6354**  
Little Rock, Arkansas

**VIOLATION:** Affixed seal to drawings not prepared by him or under his immediate personal supervision. Practiced outside areas of competency [T.C.A. §§62-2-306(b), Rules 0120-2-.02(1), 0120-2-.08(5), 0120-2-.03(1) and (3)].

**PENALTY:** \$2,000 civil penalty; Letter of Caution; take and pass the law and rules exam.

**FINAL ORDER:** Effective September 4, 2001.

**Lucy Orgain, Nonregistrant, Support Engineering, Dickson, Tennessee**

**VIOLATION:** Unlawful practice of engineering [T.C.A. §62-2-601(a) and (b); §62-2-101 in conjunction with §62-2-105(c)].

**PENALTY:** \$1,000 civil penalty; cease and desist use of the title "Engineering" and the practice of engineering.

**FINAL ORDER:** Effective December 17, 2001.

**James A. Patrick, R.A #10480**  
Dallas, Texas

**VIOLATION:** Suspension of certificate of registration in another jurisdiction, misconduct [T.C.A. §62-2-308(a)(1)(E),



(F), Rule 0120-2-.07(5)(b)].

**PENALTY:** Suspension for six months.

**FINAL ORDER:** Effective January 17, 2002.

**Thomas L. Pounds, III, P.E. #14372**  
Mobile, Alabama

**VIOLATION:** Suspension of certificate of registration in another jurisdiction, misconduct; suspension stayed and respondent placed on probation [T.C.A. §62-2-308(a)(1)(E) (F), Rule 0120-2-.07(5)(b)].

**PENALTY:** Suspension of certificate of registration for two years; suspension stayed; probation for two years.

**FINAL ORDER:** Effective January 17, 2002.

**James A. Quarve, P.E. #104759 (Expired)**  
New Market, Tennessee

**VIOLATION:** Unlawful practice or offer to practice of engineering on an expired license [T.C.A. §§62-2-101, 62-2-105(a)(1)(D), (b)(1)].

**PENALTY:** \$500 civil penalty; take and pass the law and rules exam.

**FINAL ORDER:** Effective April 25, 2002.

**Danny Shinpaugh, Nonregistrant**  
Third Dimension Design Services  
Loudon, Tennessee


**VIOLATION:** Unlicensed practices of architecture and engineering [§§T.C.A. 62-2-101, 62-2-105(b)(1)].

**PENALTY:** \$1,500 civil penalty; cease and desist the practices of architecture and engineering.

**FINAL ORDER:** Effective December 3, 2001.

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# Types of Acceptable Continuing Education



By Philip K. S. Lim, P. E., Associate Engineer Member, and John Cothron, Continuing Education Coordinator

**D**o you often find yourself in a quandary about what activities meet the Board's criteria for continuing education? Hopefully this article will clear up some of the confusion.

As stated in the Board's continuing education rules (Rule 0120-5-.06), all continuing education activities must have a ***"clear purpose and objective . . . which will maintain, improve or expand skills and knowledge obtained prior to initial licensure [registration] or to develop new and relevant skills and knowledge"*** (emphasis added). In addition, all activities must be well-organized, pre-planned, and conducted by persons who are well-qualified by education or experience.

It is the Board's expectation that all activities will be relevant to the practice of one's profession and will go beyond one's area of expertise and regular employment, allowing the registrant to acquire new skills. As a result, the Board generally does not approve annual refresher courses and work-related presentations, papers, and committee service. Please note that this

does not exclude in-house educational programs sponsored by corporations or other organizations that are designed to expand skills and knowledge. Furthermore, a majority of the hours claimed must address health, safety and welfare (HSW) issues and technical competency [Rule 0120-5-.04(2)]. HSW subject areas include, but are not limited to, environmental and natural hazard issues, accessibility/ ADA, building and other life safety codes, regulations and standards, building

design and systems, fire protection, ethics and professional conduct. Typically, topics that do not qualify as HSW include computer software training (including AutoCAD), business practices, firm marketing, personnel, or general management issues.

Types of activities which are generally acceptable to the Board include college or university courses, seminars, tutorials, short courses, correspondence courses, Internet courses, televised or videotaped courses, teaching or instructing (unless teaching or instructing is one's regular employment), authoring published papers, articles, or books, making presentations at technical meetings, and attendance at program presentations at related technical or professional meetings. Examples of unacceptable activities include membership in societies, patents, and unstructured travel, touring, or self-study. Each activity must consist of at least fifty (50) minutes of instruction or presentation acceptable to the Board (1 Professional Development Hour) for credit, and teaching or instructing qualifying courses or seminars may be claimed for credit only once. It is best to choose a wide variety of activities in case any hours are disallowed in an audit. Questions you should ask yourself

regarding the respective continuing education activity and/or provider:

- 1) Does this activity provide information that directly benefits the health, safety, and welfare of the public? How so?
- 2) Is there a clear purpose and objective that will maintain, improve or expand my skills and knowledge relevant to the practice of architecture, engineering, landscape architecture, or interior design? What is it?
- 3) Is there evidence of pre-planning, and is the content well-organized? Explain.
- 4) Is there an opportunity for input from architects, engineers, landscape architects, or interior designers? What is it?
- 5) Is there an assessment and feedback component such as a quiz and score report? What is it?
- 6) Who is the presenter and how are they qualified?
- 7) How will your participation be documented (e.g., a signed and dated certificate you can keep for your records)?
- 8) Does the respective activity fall within the guidelines for acceptable continuing education activities as listed in the Tennessee Board's rules?

If you are unable to answer the above questions completely, or if the answer to any of the questions is "no," the activity may not necessarily qualify as an acceptable continuing education activity for license renewal.

If you still have questions about what is acceptable, feel free to contact John Cothron, the Continuing Education Coordinator, at the Board office.



# Information On Examinations



The Board would appreciate your sharing information about these professional examinations with interns in your office.

## Architecture

Future information about the ARE and free practice software are available at the National Council of Architectural Registration Boards' (NCARB's) web site: [www.ncarb.org](http://www.ncarb.org).

### Exam Results (through 5/9/02)

	Total	Pass
Bldg. Planning	34	23
Bldg. Technology	31	21
Constr. Doc. & Services	30	27
Gen. Structures	30	21
Lateral Forces	29	26
Mat. & Meth.	33	30
Mech. & Elec.	34	31
Pre-Design	24	18
Site Planning	29	20

## Engineering

### • Fundamentals of Engineering Examination-

#### Application Deadlines:

	Seniors*	Non-seniors**
Spring Exam	Feb. 1	Jan. 15
Fall Exam	Sept. 5	Aug. 1

\*Engineering students with senior status in the engineering curriculum.

\*\*Those who have already been awarded an undergraduate degree in engineering.

The FE exam is administered in Chattanooga, Cookeville, Franklin, Knoxville, Martin, and Memphis on:  
October 26, 2002  
April 12, 2003  
October 25, 2003

### • Principles and Practice of Engineering Examinations-

The application deadline for new applicants for the spring Principles and Practice of Engineering (P&P) exam is December 1. The fall deadline is July 1. The exam will be given in Franklin, Knoxville, and Memphis on:

October 25, 2002  
April 11, 2003  
October 24, 2003

To facilitate scheduling of the P&P exams, retake requests and fees should be received by the board office by March 15 for the spring exam and September 15 for the fall exam. Registrants wishing to take other exam disciplines must submit a written request to the Board with the exam fee by the above deadlines. The examination fee is currently \$100, and the retake fee is \$175. The Structural II exam fee is \$475. Those wishing to take the Structural II exam must already be registered either by taking the Civil or Structural I exams as the basis for registration.

### April 2003 Exam Changes

The Structural Design Standards of the Civil, Structural I, and Structural II exams, and the Transportation Design Standards of the Civil exam will change with the April 2003 exam administration. The Chemical exam will be under a revised specification. The first administration of the Architectural Engineering exam has also been scheduled for April 2003; this exam will focus on building systems, construction management, and general knowledge, including construction and building materials, lateral load and displacement issues, and codes, regulations, and statutes. More information on these changes is available at the National Council of Examiners for Engineering and Surveying (NCEES) website: [www.ncees.org](http://www.ncees.org).

Exam Results	(10/01)	
	Total	Pass
FE	407	253
P&P	263	130

## Landscape Architecture

The Landscape Architect Registration Exam (LARE) will be given in Nashville on:

June 10-12, 2002  
December 9-10, 2002

The application deadline for the exam is January 15 of each year.

The June 2002 exam fees are as follows:

Section A	\$50
Section B	\$90
Section C	\$185
Section D	\$150
Section E	\$185

Sections C and E will increase to \$200 in December 2002.

Exam Results	(12/00)	
	Total	Pass
Section C	5	2
Section E	2	1

Unofficial exam scores are now available at the Council of Landscape Architectural Registration Boards' (CLARB's) web site: [www.clarb.org](http://www.clarb.org).

## Interior Design

The Interior Design Qualification exam will be given on:

October 4-5, 2002  
April 4-5, 2003  
October 3-4, 2003

To request an application for the exam, call the National Council for Interior Design Qualification (NCIDQ) at 202-721-0220. The application deadline for the spring exam is December 1; the deadline for the fall exam is June 1. More information is available at NCIDQ's web site: [www.ncidq.org](http://www.ncidq.org).

Exam Results	(10/01) 32 examinees	
	Total	Pass
Section I	24	13
Section II	24	18
Section III	23	16



# FREQUENTLY ASKED QUESTIONS

## QUESTION:

If a freestanding building classified as “business” has an area greater than 5,000 gross square feet but is only one or two stories high, must the plans and specifications be prepared by a registered architect or engineer?

## ANSWER:

Yes. The building must meet both the requirement for an area less than 5,000 square feet and the requirement for a height of less than three stories to be exempt from the requirement for plans and specifications prepared by an architect or engineer. For instance, if a two-story building has 4,000 square feet per floor (or 8,000 total square feet), the plans and specifications shall be prepared by an architect or engineer.

## QUESTION:

Should a building permit be issued when the building official receives a set of plans for tenant space that is part of a new multi-story office building's construction and the plans are not sealed by a licensed architect or engineer?

## ANSWER:

No. Unless the tenant space is less than 5,000 square feet and separated by at least two-hour construction from adjoining tenant spaces. A qualified registrant of this board must prepare and seal the plans prepared by him or her for the tenant space, even if the shell of the building is prepared by another registrant. A non-registrant may provide plans and specifications with reflected ceiling plans, space utilization not affecting life safety, furnishings, or the fabrication of non-structural elements within the interior spaces of buildings not exceeding 5,000 square feet.

## QUESTION:

May a non-registrant prepare plans and specifications for interior

space planning, remodeling, or renovation of an existing building classified as business, commercial, retail, or mercantile?

## ANSWER:

No. A qualified registrant of this board is required for any occupancy exceeding 5,000 square feet except those that are exempt such as single family and farm buildings.

## QUESTION:

If the building official receives a set of architectural plans for construction or renovation of an existing building without accompanying structural, mechanical, plumbing, and electrical information, should a building permit be issued?

## ANSWER:

No, unless there are no requirements for work in these accompanying disciplines.

## QUESTION:

When a non-registrant prepares construction documents for a building, may that individual obtain a review and written certification of adequacy from a registrant and thereby obtain a building permit?

## ANSWER:

No. The written certification may not be accepted for permit issuance in lieu of construction documents prepared and sealed by a registrant. The registrant must demonstrate responsible charge for the proposed work or face disciplinary action.

## QUESTION:

If an existing building or space within a building expands by less than 5,000 square feet, is a registered architect or engineer required to provide appropriate plans and specifications?

## ANSWER:

Yes, if the cumulative or combined space or spaces (existing or expanded areas) is greater than 5,000 square feet, a qualified registrant of this board is required.

## QUESTION:

When does it become necessary for a registrant to prepare and seal drawings and details for landscape construction?

## ANSWER:

Landscaping associated with new and existing construction of buildings over 5,000 square feet or greater than two stories requires the use of a registrant. For non-building/landscape related projects where site improvements are greater than 5,000 square feet in area, a registrant is required. Per T.C.A., Section 62-2-102, nothing shall prevent any awarding authority, public or private, from requiring the services of a registered architect, engineer or landscape architect for any project. See T.C.A., Section 62-2-107 for “Employment of licensees on public works.”

## QUESTION:

Is a registered architect or engineer required to prepare and seal drawings for an existing building space over 5,000 square feet if the space is going to be divided into several spaces less than 5,000 square feet?

Yes. While the particular use of a facility may ultimately have individual spaces less than 5,000 square feet and separated by fire-rated construction from other tenants, the overall space requires a registered architect or engineer to be sure construction, egress, systems, etc., are properly designed and integrated collectively.

# NEWS FROM NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS N • C • A • R • B

## Promoting The Intern Development Program

Involvement in the Intern Development Program (IDP) and its promotion go hand-in-hand. For what better way to promote IDP than be a part of it? As simple as this may sound, architectural firms do not always have the time and resources to devote to a full-fledged IDP promotional plan. Both the National Council of Architectural Registration Boards (NCARB) and the American Institute of Architects (AIA) recognize the reality of this situation.

One source of inspiration comes from AIA Georgia, which has recently developed the “Intern Friendly” Firm Profile Program that aims to strengthen the internship process in Georgia. The program identifies five basic requirements set forth by the component’s Intern Development Committee. Firms are then rated in terms of meeting all or some of the requirements. The criteria are as follows:

- Establish a program through which interns are mentored by senior-level professionals in all areas of the firm’s practice, including assignment of an individual mentor if requested.
- Assist interns in developing knowledge of the IDP Core Competencies through inner-office educational programs including speakers, field trips, opportunities to observe

presentations, business meetings and the like. Also encourage and support their participation in educational opportunities and professional organizations outside the work place.

- Provide administrative and technical support, including the furnishing of resource and study materials, record-keeping assistance, and practice examinations.
- Provide paid leave for taking the Architect Registration Examination (ARE).
- Reimburse interns a minimum of 50 percent of the cost related to taking the ARE (including books and one study course with passage of the exam).

The AIA Georgia program is in its initial stages. In the next two to three months, the component is planning to post on its website a listing of firms rated according to the following system:

- Firms meeting all five requirements will receive a four star rating.
- Firms meeting three-four requirements will receive a three star rating.
- Firms meeting two-three requirements will receive a two star rating.
- Firms meeting one-two

requirements will receive a one star rating.

AIA Georgia believes that the Intern Friendly Profile will help firms recruit interns and maintain intern morale. Firms not located in Georgia could be encouraged to consider the five requirements identified as “Intern Friendly” and apply them to their own versions of IDP. For more information about the AIA Georgia Intern Friendly Firm Profile, visit the component’s web site ([www.aiaga.org](http://www.aiaga.org)).

If you have any ideas about promoting the IDP, feel free to contact the Tennessee Board office.

The new coordinator for the Board for the Architectural Intern Development Program (IDP) is J. Granville, Taylor, AIA.

## Got NCARB Certification?

Rather than waiting to obtain NCARB certification only when it is needed, architects should seek certification as soon as possible after they become registered. Depending on an architect’s background—and how extensive it is—the certification process can take anywhere from two to 12 months. Once certified, architects can more easily obtain reciprocal registration necessary to practice in other jurisdictions, enabling them to quickly respond to new business opportunities. Holding the NCARB Certificate also signifies their commitment to meeting the

*cont. page 10*



## DID YOU KNOW?

New continuing education monographs are available from NCARB: Low Slope Roofing II (presents alternatives to traditional built-up roofs and discusses their salient design considerations—provides 14 HSW contact hours) and Cracking the Codes: An Architect's Guide to Building Regulations (presents building regulations as a unified, integrated, understandable package and provides architects with a sound understanding of regulatory issues; two quizzes are included, each providing 8 HSW contact hours).

CLARB is offering a new designer short entitled Engineering Methods and Techniques for Improving Watershed Quality. This course will maintain, improve, or expand the skill and knowledge of restoring and protecting healthy watersheds for architects, engineers and landscape architects. It provides 8 HSW contact hours.

Architect Registration Examination (ARE) Study Guides: You've earned the degree, you've finished the internship, and you're ready to sit for the ARE. But are you really prepared for the exam? The National Council of Architectural

Registration Boards (NCARB) has updated and revised the format of its ARE Study Guides.

ARE Study Guide/Multiple-choice Divisions \$49.95

This booklet contains approximately 30 sample exam questions for each multiple choice division:

- Pre-Design
- General Structures
- Lateral Forces
- Mechanical & Electrical Systems
- Materials & Methods
- Construction Document Services

ARE Study Guide/Graphic Divisions \$49.95

This booklet contains sample practice vignettes, solutions, and tips covering:

- Site Planning
- Building Planning
- Building Technology

To order study guides, visit NCARB's website ([www.ncarb.org](http://www.ncarb.org)), or call 202-783-6500.



*The Board and Staff wish to extend our sympathies to the families and friends of these individuals who have honored their professions:*

### Architects

Badger, John N., #4259  
Boone, Kyle C., #7704  
Bosak, Francis M., #4087  
Farrow, Edward E., #13901  
Holt, Rufus D., #3753  
Kiper, Ralph O., #6917  
Metsky, Monroe, #17019  
Sanders, Bruce G., #102217  
Scalf, James F., Jr., #3721  
Stine, Donald R., #7549  
Tomberlin, Wilber, #3424  
Wilkinson, John, #8822

### Engineers

Allen, Roland L., Jr., #3620  
Bledsoe, Bobby L., #13117  
Broverman, Alvin Yale, #104721  
Buckner, Jean T., #4971  
Crockford, Richard H., Jr., #7421  
Davenport, William H., #8076  
Figg, Eugene C., Jr., #12856  
Hall, Kenneth M., Dr., #7961  
Hess, Raymond Edward, #105994  
Janney, Douglas B., Sr., #12605  
Kanter, Robert N., #11005  
Moriarty, Thomas F., #11528  
Miller, Albert H., #11023  
Pope, Bill L., #3949  
Schmitt, Gregory Alan, #103046  
Spann, Donald E., #4110  
Stoneking, Jerry, Dr., #12109  
Tune, William N., #7610

### Registered Interior Designers

Grogan, Ronald L., #462  
West, Cindy L., #119

If you have a name that should be recognized in this section, please contact the Board office.

## Vance Travis Elected Regional Director of Southern Conference-NCARB

Board member Vance Travis, AIA, was elected Director to the Board of NCARB at the Region 3 meeting held on April 5-6, 2002, in Norfolk, Virginia. In this capacity he will represent the 10 states and 2 jurisdictions that make up the Southern Conference, Region 3.

## Actions Taken...cont.

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### INFORMAL CONFERENCES

From August 2001 through May 2002, the Board conducted the following informal conferences:

**ALLEGATION:** Practice outside areas of competency by two architects on an addition to a public works project.

**DECISION:** Provide the Board's legal counsel with work calculations for the structural design, documentation of the masonry to the metal building (for the addition) and of the addition to an existing building, and documentation for the calculation of the storm drainage/detention for the project for further review by the Board.

**ALLEGATION:** Unclear business arrangement between draftsman and the registrant for a re-roofing project.

**DECISION:** Drawings were appropriately prepared and supervised but were not signed and sealed by the registrant. Registrant must sign and seal everything he prepares in the future with a seal that is in compliance with Rule 0120-2-.08(1).

**ALLEGATION:** Re-roofing of public

works project completed without signed and sealed plans.

**DECISION:** Close the matter with a letter to the local official confirming his verbal agreement that all roofing projects in the future will be done by the Public Works Division in accordance with state law and rules of the Board.

**ALLEGATION:** Out-of-state firm with Tennessee branch office operating without full-time registrant in responsible charge.

**DECISION:** The firm will verify in writing its decisions and actions regarding the office located in Tennessee in order to comply with applicable law for review and decision by the Board.

**ALLEGATION:** Firm offering architectural and landscape architectural services to the public from offices located in Tennessee without having designated full-time registrants in responsible charge.

**DECISION:** Firm will send the Board a letter of assurance that it will comply with state law by making appropriate changes to business cards and advertisements.

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## How Complete...cont.

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TSPE website). If your design services have included FPSS in the past, and you are not so sure that you have measured up to what is expected, we urge you to brush up or stop offering a substandard design. Please make no mistake; this is a competency issue.

The criteria and information needed in our design of FPSS is contained in NFPA 13 and associated codes. Please note that hydraulic calculations are included. This might be disappointing to those who have tried to do a complete job, but

current water data and hydraulic calculations are necessary for the plans reviewing official to have confidence to determine if the engineering system is workable, and how much margin of safety is utilized. Furthermore, if your design is changed in the field, it must be documented so that codes officials can maintain system records.

We trust that all registrants will take this to heart and produce acceptable designs in this regard, for if we don't, what other phase of our design work must we give up?

## NCARB News...cont.

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profession's most objective standards of competence.

Historically speaking, registration boards recognized that architects should not be limited to projects based solely in their home jurisdictions. Given the variety of registration requirements, the boards sought a way to avoid re-registering architects who already were licensed. Boards solved this problem by creating NCARB and developing qualifications for interstate practice. Qualified architects receive the NCARB Certificate, which facilitates registration in another state—usually without having to satisfy additional education, experience or examination requirements.

What are the usual steps leading to NCARB certification? First, earn a professional degree from a National Architectural Accreditation Board (NAAB)-accredited program. Then, satisfy the Intern Development Program (IDP) training requirements. Next, pass the Architect Registration Examination (ARE). Apply for and receive a license to practice from one of NCARB's 55 member registration boards. Finally, apply for the NCARB Certificate.

Why not be prepared the moment that next career-related move, project, design competition or offer beckons unexpectedly? For more details about the NCARB Certificate, contact the Council at 202-783-6500 or visit [www.ncarb.org](http://www.ncarb.org). Questions about reciprocal registration should be directed to the jurisdiction in which an architect is seeking licensure. Contact information for all NCARB member boards can be found at [www.ncarb.org/stateboards/index.htm](http://www.ncarb.org/stateboards/index.htm).

# Tennessee Board of Architectural and Engineering Examiners

## Address Change Form



It's the rule ... if you move, you need to give the Board your new mailing address within 30 days. We would also appreciate knowing when you change employers. This is your personal responsibility and not your employer's. We know you want to receive your license renewal notices, newsletters, and other important communications promptly. If you have a change to report, please complete and return this form to the Board of Architectural and Engineering Examiners, 500 James Robertson Parkway, 3<sup>rd</sup> Floor, Nashville, TN 37243-1142. You may also submit address changes by e-mail; send them to Frances Smith at <frances.p.smith@state.tn.us>.

Please do **NOT** submit a change of address with payment of the professional privilege tax; the Department of Revenue does not forward these to the Board.

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The Tennessee Department of Commerce and Insurance is committed to the principles of equal opportunity, equal access, and affirmative action. Contact the EEO Coordinator or ADA Coordinator at 615-741-0481, for TDD 615-741-7190.

Department of Commerce and Insurance Authorization No. 335192, 17,500 copies, June, 2002. This public document was promulgated at a cost of 29¢ per copy.





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